MT. LEBANON
COMMUNITY ENDOWMENT

Grant Guidelines

About Mt. Lebanon Community Endowment

Mt. Lebanon Community Endowment was conceived by the community's Board of Commissioners in early 2002. Today, the Mt. Lebanon Community Endowment is an established 501(c)(3) charitable organization and works to build a permanent fund to support Mt. Lebanon and its unique character.

With its highly rated school system, strong athletic programs, extensive green spaces, flourishing commercial districts and uniquely enriching extracurricular offerings, Mt. Lebanon is a community with character, and the endowment presents an opportunity for donors to make contributions that will directly impact the programs about which they are most passionate.

Vision, Mission and Values

Mission: To build, promote and manage a permanent fund that sustains and enhances the quality of life in Mt. Lebanon.
Vision: The preservation of Mt. Lebanon as a vibrant community with character.
Core Values: Family, Education, Community, Diversity, Nature, Faith and Health.

Grantmaking Priorities

1. **Families and Children:** To promote programs and services that provide families with the help they need to be strong and functional. The Endowment will support programs and activities for youth that enable them to develop intellectually, physically, emotionally, and socially.
2. **Senior Citizens:** To fund programs that provide senior citizens with opportunities to employ their energy and creativity. The Endowment will support efforts that address the social and physical needs of older residents so that none lack access to services and activities of their choosing.
3. **Community Life:** To sustain and enhance the amenities that make Mt. Lebanon a good place to live. The Endowment will provide support for cultural, artistic, aesthetic and recreational programs and institutions, and shall fund efforts that promote community and civility.

Grant awards vary depending upon the nature and scope of the project. Mt. Lebanon Community Endowment does not make grants to individuals.

Eligibility

Mt. Lebanon Community Endowment awards grants to tax exempt organizations classified as 501(c)(3) organizations as defined by the Internal Revenue Service and to government agencies. Preference is given to organizations and programs that are located in Mt. Lebanon, PA or directly benefit the residents of Mt. Lebanon, PA.

Application Process

Proposals are accepted on a rolling basis, and awarded as funding is available. Applicants are strongly encouraged to discuss their proposals ideas with staff or board members prior to submitting an application.

Electronic submission is preferred.

Application Checklist

Please include the following materials in your application. Please note: **applications that are incomplete will be returned without being reviewed.**

☐ Completed and signed Grant Application Form
☐ Letter of 1-2 pages describing:
- Your organization and its accomplishments
- Need for the project/program
- Nature of project/program
- Expected Outcome/Impact of the funding

☐ Project Budget, including the total budget and the amount of funding you are requesting
☐ Budget Narrative describing how funds will be used
☐ Most recent financial statement
☐ If you are a 501(c)(3) - A copy of the current IRS Determination Letter (if 501(c)(3) organization)
☐ If you are a government organization - A copy of the legislative act creating the board or commission or a letter from an authorized government official confirming status as a government entity

☐ Optional Attachments
- Letters of Support
- Annual Reports